



VILLAGE OF KEY BISCAINE

Office of the Village Manager

Village Council

Robert Oldakowski, *Mayor*
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James L. Peters
Robert L. Vernon

Village Manager

Jacqueline R. Menendez

DT: March 15, 2004

TO: Honorable Mayor and Members of the Village Council

FR: Jacqueline R. Menendez, Village Manager

RE: Position Addition to the Fire Department

RECOMMENDATION

It is being recommended that the Village Council approve a new position to the Fire Rescue Department. This position will serve as the Department's Fire Training Officer.

BACKGROUND

During the Village Council Budget Hearing process in September of 2002, the Director of Public Safety spoke of adding two (2) positions to the Department's Table of Organization (TO). The position of Assistant Fire Marshal/Public Education Officer would take effect in October of 2002 and the position of Fire Training Officer would take effect in April of 2003.

In March of 2003, Council approved the position of Emergency Medical Services Coordinator/Quality Assurance Officer. The position was approved, in large part, due to the concerns and recommendations of the Village Medical Director – Doctor Kathleen Schrank. The EMS position took effect in April of 2003, and Council was notified that the Fire Training Officer position would be delayed.

The Fire Training Officer will be responsible for instructing Department personnel in modern fire suppression and special operations methods and techniques. Additional responsibilities will include conducting needs assessments; establishing, conducting and retaining training records and the scheduling of training activities that meet all local, state and federal mandates.

It is being recommended that the Village Council approve this new position to be added to the Department's Table of Organization (TO) effective April 1, 2004. The Director feels that the position can be filled from within the Fire Rescue Department. Promoting from within and hiring a new Firefighter/Paramedic to fill the vacancy will cost approximately thirty-five thousand dollars (\$35,000) between April 1 and September 30, 2004. Future and on-going funding for this position will be submitted during the annual budget process.